DelDOT – Development Coordination
Digital PDCA Submittal & Online
Fee Payment Implementation

DelDOT's Development Coordination Section is implementing changes that will enhance our project submittal process and allow for planned future upgrades. These current changes set in motion electronic submittals and online fee payments within DelDOT's Planning Development Coordination Application (PDCA). This implementation will be conducted in phases as described below. More detailed information will be posted to at devcoord.deldot.gov as these Phases occur.

Phase 1 began June 1, 2015: A public facing version of the Planning Development Coordination Application (**PDCA**) application was opened to three local design firms for pre-launch testing. (To request access for your organization and create your personal login account, please visit PDCA.DelDOT.gov).

Phase 2 begins July 1, 2015: New projects making initial submittals will be accepted via the **PDCA**. All design firms currently preparing new projects for submittal in July are encouraged to invest time before July 1st to learn more about: more information. Current submittal deadlines and timeframes for all submittals, both digital and paper, will be kept in parallel.

Phase 3 begins August 1, 2015: ALL project submittals will be accepted via the **PDCA**. All design firms are encouraged to invest time before August 1st to become proficient with: project creation, plan upload, fee calculation and on-line fee payment. Current submittal deadlines and timeframes will be maintained for all digital submittals; any paper submittals or hardcopy payments will require additional processing time. (Current estimate of additional handling time is a minimum of 2 weeks).

Phase 4 end of implementation effort September 1, 2015: ALL submittals will be required to pass through the **PDCA**. All design firms are encouraged to advise their clients of this deadline. Any paper submittals or hardcopy payments will be held without processing and a designated agent will need to retrieve the paper/hardcopy submittal.

Helpful Tips for PDCA Users

1) Visit PDCA.DelDOT.gov to request an account and receive your user login information.
2) Explore the **PDCA** by creating a test project. We recommend using your office location for testing purposes. Please title your test project: "ZZ_TEST_**Your Name Here**".
3) In the Map function, select your office, by selecting the tax Parcel(s) that your office sits on.
4) While in the Map, select whichever roads your project has physical frontage along.
5) Upload sample documents, reports and plan sheets as part of the test project.
6) Step through the fee calculations, and review the heads-up payment tracking window.
7) Contact us at Subdivision@state.de.us or (302) 760-2266 (Mon-Fri, 8:00 am - 4:30 pm)

We thank you for your time and appreciate your participation in our notification service. If you have not subscribed, please do so Here. We will be sending notification updates as website content and process changes are announced.

For more information about our process, please refer to DevCoord.DelDOT.gov. If you have any questions or concerns about these requirements you can contact us at Subdivision@state.de.us or (302) 760-2266 (Mon-Fri, 8:00 a.m. - 4:30 p.m.). We thank you for your assistance and support with this new initiative.

Development Coordination Section
Delaware Department of Transportation

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